

UNC Workgroup 0624R Minutes
Review of arrangements for Retrospective Adjustment of Meter Information, Meter Point/Supply Point and Address data
Tuesday 24 October 2017
at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Attendees

Andrew Margan*	(AM)	British Gas
Andy Clasper	(AC)	Cadent
Andy Knowles*	(AK)	Utilita
Angela Love	(AL)	ScottishPower
Bob Fletcher (Chair)	(BF)	Joint Office
Chris Warner	(CW)	Cadent
David Mitchell*	(DM)	SGN
Emma Lyndon	(EL)	Xoserve
John Cooper*	(JC)	BUUK
John Welch	(JW)	npower
Karen Visgarda (Secretary)	(KV)	Joint Office
Kirsty Dudley*	(KD)	E.ON
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Michael Lowery*	(ML)	EDF Energy
Paul Orsler	(PO)	Xoserve
Phil Lucas	(PL)	National Grid NTS
Richard Pomroy	(RP)	Wales and West Utilities
Rowan Hazell*	(RH)	Cornwall Insight
Shanna Key*	(SK)	Northern Gas Networks

* via teleconference

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0624/241017>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 January 2018.

1.0 Introduction and Status Review

1.1. Approval of Minutes (27 September 2017)

The minutes of the previous meeting were approved.

2.0 Review Solution Options

EL presented the RAASP – Solution Options, Plan and Comparison presentation and provided an overview of each of the specific Options 1 -5 and noted that there was now a 5th Option for consideration (although the numerical order has changed from the previous meeting), the specific Options were as follows:

Option 1

- Update latest device post latest billing related activity, but actual effective date is recorded in system

- Replacement reads via UMR will be rejected, in circumstances where no. of dials and imperial/metric changes
- Consumption Adjustment between the read period will be used to correct financial position

Option 2

- Update latest device from the current shipper transfer date or asset install date (whichever is later), but actual effective date is recorded in system
- Consumption Adjustment between the two read periods will be used to create reconciliation variances to correct financial position

Option 3

- Original RAASP option with actual asset details reflected in system across Shipper portfolio with exception of class change period

Option 4

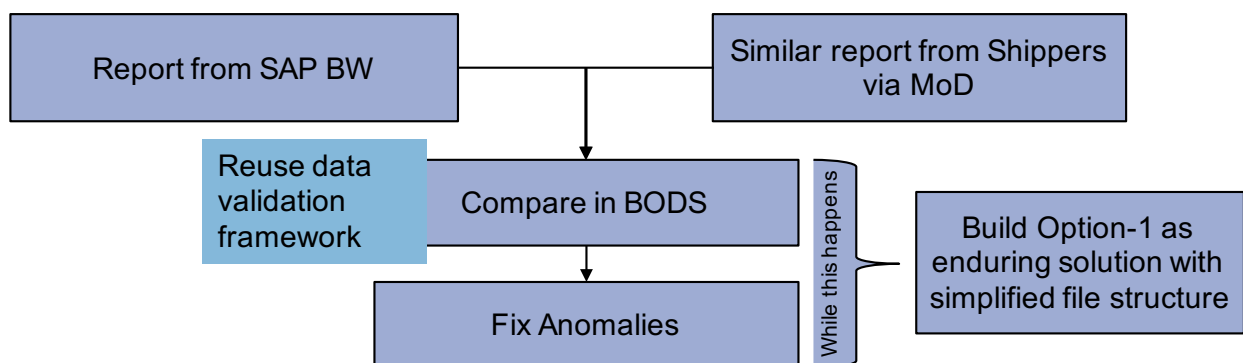
- Generate Shipper portfolio file, requesting data items from Shippers (via MOD)
- Carry out differential analysis between UKLINK & Shippers information and correct the data as per option-1 – Minimum viable product to resolve majority of issues
- Build an enduring solution option-1 with simplified file structure

Option 5

- Remain with Business as Usual solution

A lengthy general discussion took place regarding each of the above options in relation to the Retrospective Updates and the Consumptions Adjustments and EL explained that within Option 2 that the Retro Update could be inserted prior to the last most recent read. She then went on to describe Option 4 in detail and provide a high-level Solution overview, and explained that Xoserve wanted to undertake a Cleansing Data exercise to fix the anomalies as a ‘one off’ procedure, and that whilst that was taking place they would build a simplified Option 1 with a simple RTA file structure based on the information from the Asset Update.

EL explained that the Option 4 Solution would encompass the following process as detailed below:



- Shippers to provide the asset data as maintained in their systems in PPN format. This will be loaded into BoDS system;
- Generate similar report from SAP BW for the similar attributes and load in BoDS;
- Compare the data held in SAP IS-U and Shippers systems;
- Highlight the anomalies and correct them. This needs to be mandated via MoD and same process as of data validation/ correction to follow;
- This is expected to correct majority of data issues as one time activity;

- Whilst this is going on, enduring option-1 will be developed with simplified file format. At a high level, file format should be single hierarchy with inputs as MPRN, Effective date, attribute, updated value. This however needs to be validated based on detailed discussions with industry and potential design.

EL stated that each solution would need a new modification for the change and that the existing provisions implemented in Modification 0434 would also need to be amended, in view of the Option that was finally confirmed.

AM suggested that Option 4 would then put the costs back on to the Shippers and suggested that it would perhaps be cheaper for one organisation to do it rather than each of the 70 organisations to address this matter or for the iGT's to undertake the activity. AL suggested that the Data Asset Cleansing exercise had already been undertaken via Nexus and EL said that was correct, however she said a deeper and more comprehensive Data Cleanse was now needed to address the various existing anomalies. AC then asked when would the actual costs be available. EL said that run the Business costs had not been included, as the exact volumes and associated numbers were still not known, and this was not helped by the fact that some Shippers had been holding to their adjustments. AC then asked whether it was possible to do Option 5 and the Data Cleansing Exercise at the same time. CW said that it was surely up to Xoserve to address the holding on to adjustments issue and that they should write out to the Industry regarding this matter. A lengthy general discussion took place regarding the actual process of Option 5 and if the MAMs would be required to regarding this process. It was agreed that Xoserve would consider extending the data cleanse exercise to those options that would benefit and for these costs to be included.

EL then overviewed the potential costings of each solution as detail below:

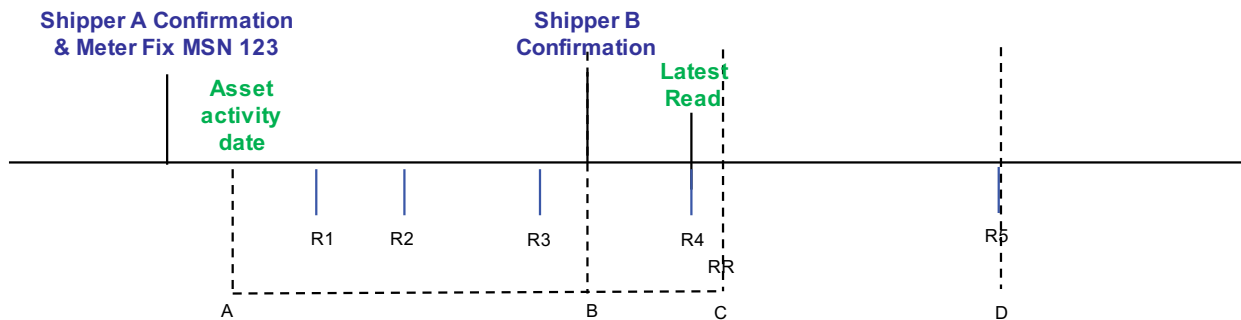
Solution	Complexity	Timeline (excl. Market Trials)	Approximate Cost (£)
Option 1	Low to Medium	~ 6 Months	510K to 560K
Option 2	Medium	~ 9 Months	1 million to 1.10 million
Option 3	High	~ 12 Months	1.50 million to 1.60 million
Option 4	Low	~ 3 Months Bulk Cleansing Activity	Bulk Cleansing Activity 60K to 65K
		~ 6 Months (Option 1)	Enduring Option 1 400K to 450K (Total – 460k – 515k)

EL said the above costings and associated timelines were inclusive of User Acceptance Testing (UAT) but that any Market Trials would be an additional cost. She added that the Market Trials and option implementation would need to be investigated as to whether these were included in Release 2 or Release 3 or whether they could be treated as a 'stand-alone' separate from the main Releases as a significant project. EL further explained that this decision would need to be discussed and the final decision would be made and prioritisation established by the DSC Change Management Committee. JW enquired if there would be a need for further processes to be reviewed after the chosen Option was implemented. EL said the majority or the processes would be automated and classed as Business as Usual (BAU). She said she would also provide clarity and regarding the costs of 1A and 1B in Option 1.

New Action 1001: Xoserve (EL) to clarify the costs of 1A and 1B in Option 1 and how these costs are to be distributed and to also clarify if RFA is through CMS or if it's the file and these will be split.

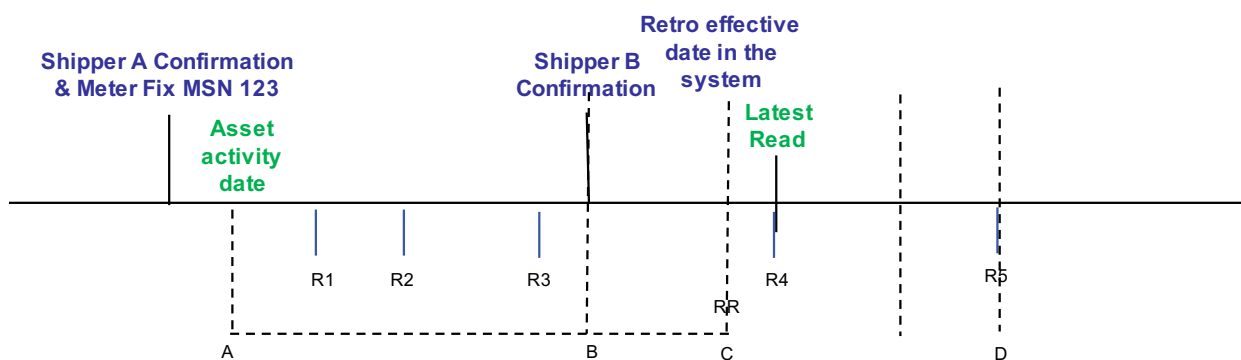
PO then provided an overview of the RAASP – Solution Options Scenario Comparison presentation and EL explained the procedure of the lead-time with regards to the Consumption Adjustments, as shown in the schematics below. She said this was to give a high-level overview of each of the Options in each scenario.

Option 1



- Retro update submitted with an effective date, but in the system the asset properties are updated only post the latest activity that triggered amendment billing (like meter read, class change, shipper transfer etc.) (Point C in the above diagram).
- The actual effective date of the update will be recorded within the system (Point A)
- Any consumption position prior to Point C will have to be amended via consumption adjustment. i.e. From point B to C by the current shipper and A to B by the previous shipper.
- Any new read received post the retro activity will only go back the retro update date (Point C) for reconciliation

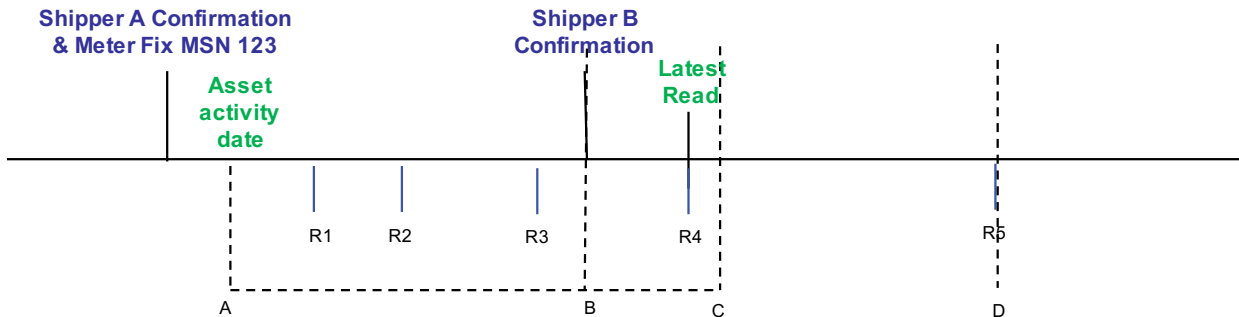
Option 2



- Retro update submitted with an effective date, but in the system the asset activity is updated effective post latest shipper transfer date (Point C) irrespective of whether there is a read post that date.
- The actual effective date of the update will be recorded within the system (Point A)
- Any consumption position prior to Point C will have to be amended via consumption adjustment. i.e. From point B to C by the current shipper and A to B by the previous shipper.
- Any new read received post the retro activity will only go back the retro update date (Point C) for reconciliation

- No rec variance will be created for the read dates (R4 – marked inactive) post the retro update date

Option 3



- Retro update submitted with an effective date, are updated in the system effective the actual activity date in the field (Point A in the above diagram).
- All the reads post the asset activity will be marked as inactive
- Current shipper is expected to provide the new transfer read (if there is a shipper transfer) and a latest read along with retro update.
- Any amendment invoice position will be reversed and negative charge position will be created while doing the retro updates.
- All the reads present in the system prior to the retro update receipt will be marked inactive (R1 through R4) and no rec variance will be created for these dates.

NB: This does not include changes prior to class change

Option 4 – as detailed above on Page 2.

AK wanted to know how all these potential Options were going to be further communicated to the rest of the Industry. EL said that Xoserve would undertake Webinars and Teleconferences to explain the specific content and context of the Options presentations.

AM said that in August there had been discussion that each Option was going to be mapped against each of the 68 scenarios, and not as detailed below, mapped against only 10 features, as shown in the Scope Comparison Table. EL advised that the mapping had been carried out and the 68 scenarios were a total across all of the options even where these were repeated.

Features	Option 1	Option 2	Option 3	Option 4	Option 5
Ability to correct Financial Position	✓	✓	✓	✓	✓
Change effectiveness visible to Shippers	✓	✓	✓	✓	✗
Ability to correct the financial position via consumption adjustment	✓	✓	✓	✓	✓
Automatic recalculation of energy position post retro update for the current Shipper	✓	✓	✓	✓	✓
Asset property correction from the start of current Shipper period	✗	✓	✓	✗	✗
Ability to update within the current ownership post retro update for financial adjustment	✗	✓	✓	✗	✗
Asset property correction in the previous Shipper period	✗	✗	✓	✗	✗
Automatic recalculation of energy position post retro update for the previous Shippers	✗	✗	✓	✗	✗
Asset updates in the previous class period	✗	✗	✗	✗	✗
Provides a way to correct industry data prior to implementation of RAASP	✗	✗	✗	✓	✗

EL said she was not aware that this level of detail was required and she said would take an action to map each Option against the 68 scenarios.

New Action 1002: Xoserve (EL) to map each of the 5 Options against the 68 scenarios in a table format to be including in the Report as an appendix.

MJ asked was he correct in assuming that the first 3 Options would achieve the same result from a Shipper perspective and EL said that this was correct. MJ suggested that if the costs and implementation were the same, then why would anyone want Options 1& 2, if Option 3 could be delivered for the same. MJ then asked how often could Option 3 be done manually, EL said that this would not be an easy or straightforward procedure to be undertaken manually.

Consultation Response Document

AC overviewed the Consultations Response Document and drew attention to the specific amendments and word changes that had been made to the document. A discussion took place in reference to the date of ‘Up to December 2025’ and it was agreed this should be placed in square brackets [] awaiting a decision.

AL said that staff costs should be included as an overall figure, together with creating two separate tables for Year 1 and Year 2 for the Implementation and Enduring costs respectively. She also proposed that more benefits should be added from the Consumer viewpoint and she agreed to update the document in readiness for it to be submitted on 03 November 2017, giving a 20 day consultation period until 01 December 2017. EL and PO said that a high-level overview of the responses would be available at the next meeting which would provide an initial ‘feel’ of the input, with the detailed analysis to be provided at the meeting in December following the Consultation Close Out on 01 December 2017.

New Action 1003: ScottishPower (AL) to update the Consultation Response Document with regards to the tables, overall staff costs and benefits to the Consumer.

3.0 Consideration of Impact Assessment

Not discussed during this meeting.

4.0 Conclusion of Request of Information (RFI) Questions

Not discussed in this meeting.

5.0 Review of outstanding actions

0805: Waters Wye (GE) and ScottishPower (AL) to produce a 'strawman' of questions for the (RFI) in a similar format to the questions developed for Request 0594R for discussion at the next meeting.

Update: AL said that this action had now been completed and so this action could be closed. **Closed.**

0901: Xoserve to explain how the consumption adjustment will be undertaken and if this included ALPs and DAFs, and the current validation rules.

Update: EL said this information had now been supplied and so this action could now be closed. **Closed.**

0902: CW to clarify the funding of Transporter Costs and how this will be managed.

Update: CW drew attention to the CDSP Transitional Arrangements Documents and overviewed the specific sections; 7.1, 7.13, 7.2, 7.2.4 that described the costing process and he said that this action could now be closed. **Closed.**

0903: Xoserve to look at all the cost components including the system build, the ongoing resource support and any market trial costs.

Update: EL said that this action could now be closed, as the Market Trials and Ongoing Resource had now been discussed. **Closed.**

6.0 Next Steps

BF explained that the Consultation Response Document would be circulated on Friday 03 November 2017 by the Joint Office and by Xoserve to their respective distribution lists. That the closing date would 01 December 2017. He said that the 28 November 2017 meeting would now be held via a Teleconference and that Xoserve would provide a high-level synopsis of the responses received to date, with a more detailed analysis to be supplied at the meeting on 08 December 2017. BF said that there would be one more meeting to be held on 08 January 2018, and that the modification would be submitted to the January Panel.

7.0 Any Other Business

None Raised.

8.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10.30am Tuesday 28 November 2017	Teleconference	<ul style="list-style-type: none"> High-level synopsis of the responses from the consultation Consideration of Impact Assessment Conclusion of RFI Questions
10.30am Friday 08 December 2017	Landsdowne Gate	<ul style="list-style-type: none"> RFI Consultation Feedback Update Development of Review Group Report
Potential Meeting: 19 December	PM Teleconference	<ul style="list-style-type: none"> Xoserve view on RFI responses

Potential Meeting: 05 January	Venue (TBC) Potential Meeting	<ul style="list-style-type: none"> Items to be confirmed
10.30am Monday 08 January 2018	Landsdowne Gate	<ul style="list-style-type: none"> Conclusion of Review Group Report
Potential Meeting: 12 January	Venue (TBC) Potential Meeting	<ul style="list-style-type: none"> Items to be confirmed

Action Table (as at 25 October 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0805	21/08/17	2.0	Waters Wye (GE) and ScottishPower (AL) to produce a 'strawman' of questions for the (RFI) in a similar format to the questions developed for Request 0594R for discussion at the next meeting.	Waters Wye (GE) & ScottishPower (AL)	Closed
0901	27/09/17	4.0	Xoserve to explain how the consumption adjustment will be undertaken and if this included ALPs and DAFs, and the current validation rules.	Xoserve (EL)	Closed
0902	27/09/17	5.0	CW to clarify the funding of Transporter Costs and how this will be managed.	Cadent (CW)	Closed
0903	27/09/17	6.0	Xoserve to look at all the cost components including the system build, the ongoing resource support and any market trial costs.	Xoserve (EL)	Closed
1001	24/10/17	2.0	Xoserve (EL) to clarify the costs of 1A and 1B in Option 1 and how these costs are to be distributed and to also clarify if RFA is through CMS or if it's the file and these will be split.	Xoserve (EL)	Pending
1002	24/10/17	2.0	Xoserve (EL) to map each of the 5 Options against the 68 scenarios in a table format to be including in the Report as an appendix.	Xoserve (EL)	Pending
1003	24/10/17	2.0	ScottishPower (AL) to update the Consultation Response Document with regards to the tables, overall staff costs and benefits to the Consumer.	ScottishPower (AL)	Pending